

SIC District Contact Duties and Responsibilities

An SIC District Contact is a liaison between the school improvement councils (SICs) in their district and the SC School Improvement Council (SC-SIC). District Contacts are appointed by their district superintendent with appointments renewed annually in July.

Basic Duties and Responsibilities

Monitor and encourage SIC compliance with state law requirements

- Remind schools and SICs in advance of state law deadlines:
 - SIC elections must be completed by October 15.
 - SIC membership and contact information must be posted to the online *SC-SIC Member Network* by November 15.
 - The annual *SIC Report to the Parents* must be prepared and distributed by each SIC by April 30.
- Obtain an *SC-SIC Member Network* district-level user account and renew password annually in order to access information posted online by all SICs in district.
- Check the *SC-SIC Member Network* periodically to ensure that all SICs in the district have reported their membership and that their membership complies with state law requirements.
- Contact and encourage non-compliant SICs to resolve compliance issues in a timely manner.
- Encourage SICs to post their *SIC Report to the Parents* to the *SC-SIC Member Network* by June 1.

Answer and refer questions from SICs

- Answer questions about SIC membership requirements, bylaws, meetings, elections, etc.
- Provide direction and insight on developing *SIC Report to the Parents*.
- Refer questions to SC-SIC office as needed.

Assist with resources

- Distribute the *SIC Handbook* to SICs at all schools in district (SC-SIC ships *Handbooks* directly to district offices in August/September each year that it prints a new edition of the *Handbook*).
- Become familiar with *Handbook* contents and other materials, training, and technical assistance available on the SC-SIC website or through the SC-SIC office.
- Attend annual SIC District Contact meeting to learn more about SICs and available resources.

Schedule and/or conduct SIC trainings

- Contact SC-SIC to schedule “SIC Basics” training in the district at least once a year (preferably in the fall). District contacts can also become certified by SC-SIC to conduct local trainings themselves.
- Schedule other district-wide trainings for SICs in accordance with their capacity-building needs such as “SIC Leadership,” “Tips for SIC Chairs,” “SIC Goal Setting,” or “Communicating with the Greater School Community.”

Additional duties

- Maintain regular contact with principals and SIC Chairs throughout the year.
- Encourage and assist SICs in applying for the annual SC-SIC *Riley Award for SIC Excellence*.
- Encourage local SIC participation in statewide SC-SIC events.
- Advocate on the district level about the importance of SICs.